



**LOUISIANA HOUSING CORPORATION
Homeowner Rehabilitation Program**

NOTICE OF FUNDING AVAILABILITY (NOFA)

RELEASE DATE: FRIDAY, JANUARY 23, 2015

DUE DATE: MONDAY, FEBRUARY 23, 2015

The Louisiana Housing Corporation (LHC or Corporation) hereby releases this Notice of Funding Availability (NOFA) for the preliminary commitment of approximately six hundred thousand dollars (\$600,000) of Community Development Block Grant Disaster Recovery (CDBG-DR) funds to expand the Homeowner Rehabilitation Program for homeowners who have been impacted by Hurricanes Katrina and Rita.

Approximately six hundred thousand dollars (\$600,000) in CDBG-DR funds will be made available to repair and rehabilitate owner-occupied homes for families and individuals impacted by **Hurricanes Katrina and Rita in Plaquemines Parish Only**.

This program will be a competitively awarded grant program that would provide grants to nonprofit organizations, for-profits and local units of government that have a proven track record in assisting owner-occupant households that: 1) continue to have unmet financing need due to limited resources, and 2) are living in homes that are substandard due to conditions and/or have existing code violations. Interested parties will submit applications to carry out all phases of owner-occupied housing rehabilitation, including applicant intake, case management and/or construction work necessary to receive an allocation of funds.

If additional funds for this initiative are released by the Office of Community Development ("OCD"), LHC will award those funds: 1) to qualified applicants who met the criteria set forth in the HRP NOFA, but were not funded due to lack of available funds; or 2) to qualified applicants who received an award previously and have demonstrated their ability to generate successful outcomes.

This NOFA will be posted to the LHC website no later than 3:30 p.m. Central Time on Friday, January 23, 2015. <http://www.lhc.la.gov>

All applications shall be received no later than 3:30 p.m. Central Time on Monday, February 23, 2015.

HOMEOWNER REHABILITATION PROGRAM

GOALS AND OBJECTIVES

This Homeowner Rehabilitation Program's NOFA is designed to provide decent, safe and sanitary housing, specifically in **Plaquemines Parish Only** for damages occurred as a result of Hurricanes Katrina and Rita. The objectives of the HRP will be carried out through the provision of minor repair and rehabilitation activities designed to mitigate damage that occurred as a result of these storms.

The ultimate goal of the program is to maximize available resources to bring closure to residents who have been unable to fully recover from the impacts of these hurricanes and to rehabilitate and/or reconstruct the housing stock located in the affected parishes.

FUNDING

Currently, approximately six hundred thousand dollars (\$600,000) in CDBG-DR funds are available for Hurricanes Katrina and Rita damaged homes in Plaquemines Parish.

A maximum of one hundred thousand dollars (\$100,000) may be allocated per home for rehabilitation and an additional fifty thousand dollars (\$50,000) may be allocated for elevation. Applicants must demonstrate leveraging of additional resources to produce significant community development and recovery.

TERMS OF ASSISTANCE

An entity receiving CDBG-DR funds under this program will be expected to carry out all phases of planning and/or construction necessary to successfully implement and complete the program-funded activity in each category. These requirements include ensuring compliance with federal overlay and administrative requirements. Responsibilities may include, but are not limited to:

- Implementing the project or program activity as proposed in the applications;
- Ensuring compliance with reporting requirements;
- Managing fund disbursement and accounting;
- Preparing work specifications;

- Conducting inspections;
- Affirmative marketing;
- Program administration;
- Program documentation;
- Homeowner intake; and
- Ensuring that all CDBG-DR requirements are met.

ELIGIBLE USES

CDBG-DR funds awarded under this NOFA will cover project delivery, project construction and material costs and case management. No funds will be disbursed until all grant agreements are signed and environmental conditions are satisfied and a Notice to Proceed is issued.

INELIGIBLE USES

- Improvements must be physically attached to the home and be permanent in nature (e.g., barns, carport, separate garages).
- Sheds or shops.
- Additions to the existing structure.
- Rehabilitation that affects the historical character or value of a structure as determined by the Local or State Historical Preservation Office.
- Repair or replacement of non-essential equipment or components (hot tubs, swimming pools).

LEVERAGE CONSIDERATION

Applicants may maximize the use of funding by bringing other funding to the project(s), utilizing volunteer labor, and/or providing donated materials. Applicants must provide an official letter of commitment from a lending institution or a statement of certification from entities who commit to provide donations or in-kind services. Such leverage commitments must be evidenced in the project budget.

FINANCIAL SUSTAINABILITY

To be considered for an award, each entity must demonstrate financial stability of managing and funding multiple construction projects. Additionally, the applicant must demonstrate an ability to fund construction expenses and other related cost for a minimum of sixty (60) days during the reimbursement cycle.

Applicants unable or unwilling to provide the required information indicated below will not be funded under this NOFA. Referrals to external links or websites to verify financial sustainability will not be considered.

PERFORMANCE BOND

If the rehabilitation work is performed by an “in-house” construction team, the entity must be licensed, insured, and bonded and therefore must provide proof of such licensing, insurance, and bonding.

Outside construction crews will also be required to post a performance bond during the period of construction sufficient to cover the rehabilitation work or provide proof of minimum net financial resources as indicated below.

MINIMUM NET FINANCIAL RESOURCES

In lieu of a performance bond, demonstration of minimum net financial resources is an option for a person or entity alone or in combination with other persons or entities having net assets equal to the applied-for Homeowner Rehabilitation Grant, and who have unrestricted liquid assets at least equal to 18% of the applied-for Homeowner Rehabilitation Program Grant. Applicants must provide proof through submittal of certified audited financials.

MANDATORY ACTIVITIES & THRESHOLD REQUIREMENTS

PROGRAM REQUIREMENTS

All applicants shall provide a narrative that demonstrates a plan to comply with the following:

1. Eligible households must be low-to-moderate income not to exceed 120% of the area median income for CDBG-DR funds;
2. Environmental clearance;
3. Lead & Asbestos testing and/or remediation;
4. Certification clearance of wood-destroying insects;
5. Verification of non-duplication of benefits of CDBG-DR funds;

THRESHOLD REQUIREMENTS

All applications must meet the following threshold criteria to be considered. Failure to address all of these requirements shall be considered as a basis for disqualification:

- Demonstrate conformance with LHC's values as contained in the Strategic Plan which can be found here:
http://www.lhc.la.gov/downloads/reports/LHCStrategicPlan_ADOPTED_091113.pdf
- Demonstrate how the project meets criteria for national objectives under 24 CFR §570.208. For additional information see: [Desk Guide](#) - [Meeting National Objectives](#) and [Community Development Laws and Regulations](#)
- Organization Capacity and Experience
- Previous experience administering CDBG-DR funds
- Financial Sustainability
- Homeowner selection policies & procedures
- Detailed project budget and construction cost reasonableness
- Demonstrate leveraging of resources by bringing other funding to the project(s), utilizing volunteer labor, and/or providing discounted and/or donated materials
- Affirmative Marketing Plan
- Construction timeline
- Must include a scope of rehabilitation that addresses physical deficiencies that is a material portion of the total development budget. The applicant must clearly demonstrate these repairs are needed to bring the home into a healthy, safe, and attractive condition or are needed to address code deficiencies.

CHANGES TO PROJECT AFTER AWARD

Any changes to a project after the notice of award must be approved in advance by the Corporation in writing. Changes made without the prior written approval of the Corporation will result in the cancellation of the project and the recapture of all awarded funds.

DISBURSEMENT/ACTIVITY DEADLINES

Awards under this NOFA will impose deadlines for committing and expending funds based upon the activity proposed and other information provided in the application. Any funds not committed or expended within these timeframes will be recaptured by the Corporation.

All work shall be satisfactorily completed within a specified time period based on the bid amount and level of repair:

- Minor Rehabilitation (\$5000 - \$15,000) — 90 Days
- Major Rehabilitation (>\$15,000, without elevation) — 120 Days
- Major Rehabilitation (>\$15,000, with elevation) — 240 Days
- Reconstruction/Replacement — 150 Days

If the contractor does not complete the work within the timeframe specified in the work contract, it may result in liquidated damages being assessed at \$100 per day for each day that the work is not completed. It is the responsibility of the contractor, in the event of inclement weather or any other reason beyond the control of the contractor that causes a "no work" day, to contact the LHC staff on the day of the occurrence. Only "no work" days determined by LHC will be considered when determining assessment of penalties.

No funds will be reimbursed for projects unless the electronic Funds Requisition Form with back-up invoices, receipts and method of payment is submitted and approved. No funds will be disbursed and no work can begin until all grant agreements are signed and environmental conditions are satisfied. American Institute of Architects (AIA) documents will only be accepted as support documentation if signed by the architect and/or construction manager and contractor in lieu of receipts.

COMPLETED PROJECTS

All construction work must be completed by **Friday, October 30, 2015** in order to reconcile and close grant out before the **Wednesday, December 30, 2015** deadline. Projects are considered complete only after 100% of contracted work is satisfactorily completed as per the final inspection report and the final requisition has been submitted and approved by the LHC.

REGULATORY AUTHORITY & REQUIREMENTS

All applications under this NOFA are governed by the state and federal regulations. If the federal or state statutes or regulations governing the program or its funding are modified by Congress, the Department of Housing and Urban Development (HUD), the state legislature, or LHC, the changes may become effective immediately and apply to the activities funded under this NOFA.

All funds must be spent in accordance with the Homeowner Rehabilitation Program – Hurricane Guidelines on eligible homeowner rehabilitation activities.

All dwelling units assisted under this NOFA shall comply with the applicable federal, state, and local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR 92.254, Subpart H--“Other Federal Requirements” (such as Affirmative Marketing, Lead-Based Paint Poisoning Prevention Act), and the rules and regulations set forth in 24 CFR Part 92 including Model Energy Code.

This NOFA does not include the text of all applicable regulations that may be important to particular projects. For proper completion of the application, LHC strongly encourages potential applicants to consult the federal CDBG regulations, and other federal cross-cutting regulations.

MINIMUM HOMEOWNER REHAB ASSISTANCE PER UNIT

The minimum homeowner rehabilitation assistance per unit is five thousand dollars (\$5,000).

HOUSING CHOICE OPPORTUNITIES

Projects awarded CDBG-DR funds must comply with Title VI of the Civil Rights Acts of 1964, the Fair Housing Act, Section 504, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.

UNIFORM PHYSICAL PROPERTY CONDITIONS STANDARD

Housing that is rehabilitated with CDBG-DR funds must meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion. If there are no such standards or code requirements, the housing must meet the Uniform Physical Property Condition Standard for the entire affordability period.

ACCESSIBILITY REQUIREMENTS

All funded projects must meet the accessibility requirements at 24 CFR Part 8, which implements Section 504 of Rehabilitation Act of 1973 (29 U.S.C. 794) and covers multifamily dwellings, as defined at 24 CFR 100.201, and must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-3619). These requirements must be met for the entire affordability period.

APPLICATION SUBMISSION

APPLICATIONS

This NOFA does not commit the LHC to award any contract nor to pay any costs incurred in the preparation or delivery of applications. Furthermore, the LHC reserves the right to accept or reject, in whole or in part, any and all applications submitted, and/or to cancel this NOFA. The LHC also reserves the right to ask for additional information or conduct interviews from/with any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification. LHC reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. Any such revisions will be formalized by the issuance of an amendment to this NOFA.

INELIGIBLE APPLICATIONS

Applications will be deemed ineligible if any of the following conditions exist as of **Monday, February 23, 2015**:

1. Any person and or entity is on the federal debarred list or an organization representing such person or entity is on the list.
2. Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.

ORDER OF SUBMISSION

Submit one (1) original and three (3) copies of the application including all required attachments and documentation.

The application must be submitted in the following order:

1. Application Checklist
2. Cover Page
3. Complete hard copy application with each section and attachment individually labeled and tabbed
4. Flash drive containing the saved application and any attachments.

Failure to submit the required number of copies may be considered as grounds for disqualification.

DEADLINE TO SUBMIT

Applications must be received by the LHC, in their entirety, no later than **3:30 p.m. Central Time on Monday, February 23, 2015.**

WHERE TO SUBMIT

Applications and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope must be addressed as follows:

**Louisiana Housing Corporation
Homeowner Rehabilitation Department
11637 Industriplex Blvd.
Baton Rouge, Louisiana 70809
Re: Homeowner Rehab NOFA-Plaquemines Parish**

Must include: Applicant/Company Name & Return Address

METHODS OF SUBMISSION

Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail. Be advised that applications arriving after the 3:30 p.m. Central Time application deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.

IMPORTANT DATES AND DEADLINES

NOFA published and posted to LHC website	Friday, January 23, 2015	3:30 p.m. Central Time
Deadline to submit written inquiries to LHC	Friday , February 6, 2015	3:30 p.m. Central Time
Deadline for LHC to post FAQ in response to written inquires	Wednesday , February 11, 2015	3:30 p.m. Central Time
Application Deadline	Monday, February 23, 2015	3:30 p.m. Central Time
Award of Funds	Monday, March 9, 2015	
Written Agreement signed by Applicant and returned to LHC	TBD	TBD

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an amendment to the NOFA.

Written agreements, signed by the applicants, not received by the LHC within 10 business days of receipt will result in cancellation of the award.

QUESTIONS AND COMMUNICATION

The Corporation will only consider written inquiries from applicants regarding the NOFA. Inquiries should be submitted in writing to dWASHINGTON@lhc.la.gov by **3:30 p.m. Central Time on Friday, February 6, 2015** and shall clearly reference the section of the NOFA about which the applicant is inquiring or seeking clarification. An official response to each inquiry, along with the actual inquiry, will be posted by **3:30 p.m. Central Time on Wednesday, February 11, 2015** in the form of a Questions & Answers (Q&A) Addendum at <http://www.lhc.la.gov>.

It is the sole responsibility of the applicant to inquire into and clarify any item of this NOFA that is not understood. The Corporation also reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC.

It is the strict policy of the LHC that prospective respondents to this NOFA refrain from initiating any contact or communication, direct or indirect, with LHC staff or members of the Louisiana Housing Corporation's Board of Directors with regard to the competitive selection of applicants. Any violation of this policy will be considered a basis for disqualification from consideration.

The LHC will produce public records in accordance with LA R.S. Title 44.

DEFINITIONS

The following definitions apply for purposes of this NOFA:

- a. **Rehabilitation** — Repair or restoration of housing units in the disaster-impacted areas to applicable construction codes and standards.
- b. **Homeowner Assistance Activity** — The utilization of CDBG-DR funding to rehabilitate or reconstruct disaster-damaged homes in order for the applicant to remain in the original home at the original home site. The home to be assisted must have been owner-occupied at the time of the storm.
- c. **Low to Moderate Income (LMI) National Objective** — Activities which benefit households whose total annual gross income does not exceed 80% of Area Median Family Income (AMFI), adjusted for family size. Income eligibility will be determined and verified in accordance with

24 CFR Part 5 requirements using procedures as stated in the Technical Guide for Determining Income and Allowances, 3rd Edition (HUD-1780-CPD). The most current income limits, published annually by HUD, shall be used by the subrecipient to verify the income eligibility of each household applying for assistance at the time assistance is provided.

- i. Very low:* Household's annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size
 - ii. Low:* Household's annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size
 - iii. Moderate:* Household's annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size
- d. **Duplication of Benefits** — The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG Disaster Recovery funding with respect to any part of a loss resulting from a major disaster as to which he has already received financial assistance under any other program or from insurance or any other source.
- e. **Individual Mitigation Measures (IMM)** — Activities designed to mitigate and/or reduce risk beyond the pre-disaster condition of a housing unit when the activities are above and beyond federal, state and local construction or code requirements. In accordance with HUD's guidance, repair and rehabilitation of housing units, and the payment of flood insurance are not IMM activities. Examples of IMM activities include elevation above the base flood elevation level, or the addition of storm shutters, disaster proof windows, roof straps, etc. as long as those improvements are not required to comply with local code requirements and did not exist on the housing unit prior to the disaster damage.
- f. **Subrecipient** — Cities, Counties, Indian Tribes, local governmental agencies (including COGs), private non-profits (including faith-based organizations), or a for-profit entity authorized under 24 CFR 570.201(o). The definition of subrecipient does not include procured contractors providing supplies, equipment, construction, or services, and may be further restricted by Program Rules or other guidance including applications.
- g. **Household** — A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two (2) or more families living together, or any other group of related or unrelated persons who share living arrangements. For housing activities, the test of meeting the low to moderate income objective is based on the LMI households.

- h. **Manufactured Housing Unit (MHU)** – A structure, transportable in one or more sections which, in the traveling mode is eight body-feet or more in width, or forty body-feet or more in length, or when erected on site, is at least 320 square feet, and which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning and electrical systems contained therein.

- i. **Modular Housing** – A home built in sections in a factory to meet state, local or regional building codes. Once assembled, the modular unit becomes permanently fixed to the site.

APPLICATION AND REQUIREMENTS

Homeowner Rehabilitation Program NOFA Checklist

All items listed below must accompany the application. Incomplete checklists will not be scored and will be deemed unresponsive. Applications must be organized and sent in the following order:

	Cover Sheet
	Application
	Attachment 1 – Governance
	Attachment 2 – Development Narrative
	Attachment 3 – Evidence of Zoning
	Attachment A – Organizational Capacity and Experience
	Attachment B – Financial Strength
	Attachment C – Homeowner Selection Policies and Procedures
	Attachment D – Project Budget, Construction Cost Reasonableness and Construction Schedule
	Attachment E – Readiness to Proceed
	Attachment F – Meets State and National Objective
	Attachment G – Scope of Rehabilitation
	Attachment H – Leveraging
	Attachment I – Statement of Assurances

Authorized Signature _____

Printed Name _____ Title _____

Date _____

**LOUISIANA HOUSING CORPORATION (LHC)
Homeowner Rehabilitation Program
NOTICE OF FUNDING AVAILABILITY (NOFA)**

APPLICATION COVER SHEET

The Application Cover Sheet must be filled out, printed and submitted with application.

Applicant's Project Information

Applicant's (Organization) Name: _____

Project Name: _____

Project Location: _____

Applicant's Contact Information

Address (Street, City, and Zip): _____

Phone, Fax, and E-mail address: _____

Contact Person Name and Title: _____

Type of Organization (check all that apply):

☐ Local Unit of Government ☐ Private for Profit
☐ Non-profit Housing Organization ☐ Other _____

Federal Tax ID #: _____ DUNS #: _____

Funding Request from LHC: \$ _____ Total Project Budget: \$ _____

Proposed Units: _____

The enclosed application(s) and information provided on this Application Cover Sheet is true and correct to the best of my knowledge.

Authorized Signature _____

Printed Name _____ Title _____

Date _____

Please use a separate sheet for co-applicant.

APPLICATION

1. Eligible Applicant Information

Name:**Mailing Address:****City, State, & Zip Code:****Parish:****Chief Official of Applicant:****Local Contact Name:****Telephone Number:****Fax Number:****E-Mail Address:****2. Development Team (If Applicable)****Organization Name and Role:****Mailing Address:****City, State, & Zip Code:****Chief Official of Org:****Local Contact Name:****Telephone Number:****Fax Number:****E-Mail Address****3. Development Team (If Applicable)****Organization Name and Role:****Mailing Address:****City, State, & Zip Code:****Chief Official of Org:**

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

4. Development Team (If Applicable)

Organization Name and Role:

Mailing Address:

City, State, & Zip Code:

Chief Official of Org:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

5. Development Team (If Applicable)

Organization Name and Role:

Mailing Address:

City, State, & Zip Code:

Chief Official of Org:

Local Contact Name:

Telephone Number:

Fax Number:

E-Mail Address

***If additional space is needed please provide as an attachment labeled "Application Development Team Continued"**

3. Project Information

Location to include city and parish where proposed owner-rehabilitation activity will occur.

Total Number of Units Planned:

Number of Units for: Elderly: Families: Disabled:

4. Certification

The undersigned official of the applicant certifies that the information contained herein and the attached documents are true, correct, and complete to the best of my knowledge and belief. The applicant further understands that this project application is a preliminary request and does not guarantee funding.

Date: _____ Chief Official Name: _____

Title: _____ Signature: _____

REQUIRED ATTACHMENTS

A. ORGANIZATIONAL CAPACITY AND EXPERIENCE: 25 POINTS

The organization must have a level of related experience necessary to undertake the program as proposed. Preference will be given to applicant organizations that have successfully operated an owner-occupied rehabilitation program. Current staff should also have adequate experience either with the organization or in a similar capacity with a comparable organization. Applicants must submit résumés of all Development Team Members; indicate the amount of time each team member will devote to the program. **Label as Attachment A – Organizational Capacity and Experience**

1. List of prior homeowner rehabilitation projects undertaken by the Applicant/Co-Applicant and/or Development Team Members which should include physical address of properties rehabilitated. (15 points)
2. List of Development Team Members and indicate the amount of time each will spend on the Homeowner Rehabilitation Project. (5 points)
3. Résumés of all Development Team Members. (5 points)

B. FINANCIAL STRENGTH: 20 POINTS

Applicants/Co-Applicants must evidence through financial statements that they have the ability to manage and fund multiple construction projects (10 points) and disburse payroll for a minimum of 60 days during the reimbursement cycle. (8 points)

Applicant/Co-Applicants are to provide one (1) of the following. **Label as Attachment B – Financial Strength** (2points)

1. Certified financial statements by an independent C.P.A. from the past 2 years.
2. Evidence of an available line of credit or equivalent to cover start-up cost of materials, permits, fees and payroll.
3. Statement from the CPA that indicates, based on past experience with grant programs and past audits, the applicant has in place the best practices and financial capacity necessary in order to effectively administer CDBG Program funding.
4. Accounting financial statements indicating adequate cash or cash equivalents to utilize as cash reserves.
5. A letter from the applicant's bank(s) or financial institution(s) indicating that current account balances are sufficient.

C. HOMEOWNER SELECTION POLICIES AND PROCEDURES: 15 POINTS

Provide copies of organization's established policies and procedures that will be used to identify and select eligible property owners. Include the affirmative marketing plan that outlines how hard-to-reach households will be notified of program availability and requirements. **Label as Attachment C – Homeowner Selection Policies and Procedures.**

1. Provide copies of established Homeowner Rehabilitation Program Policies & Procedures. (5 points)
2. Provide copies of affirmative marketing plan that outlines how hard-to-reach households will be notified of program availability and requirements. (5 points)
3. Describe how proof of ownership will be determined. (5 points)

D. PROJECT BUDGET, CONSTRUCTION COST REASONABLENESS AND CONSTRUCTION SCHEDULE: 20 POINTS

Include all costs associated with completing the number of units outlined in application. The budget should include all costs associated with construction and materials as well as project delivery to complete each unit. All costs must be necessary and reasonable. LHC will conduct a construction cost reasonableness analysis. Applicant must provide a construction schedule of proposed units which demonstrates completion by October 30, 2015. **Label as Attachment D – Project Budget, Construction Cost Reasonableness and Construction Schedule.**

1. Project budget should include all costs associated with construction and materials as well as project delivery to complete all units outlined by costs per unit in the application. (10 points)
2. Provide a construction schedule. (10 points)

E. READINESS TO PROCEED: 10 POINTS

Applicants with an existing waiting list of potential homeowners must submit a copy of their list. **Label as Attachment E – Readiness to Proceed.** (10 points)

1. Provide a copy of applicant(s) existing waiting list of potential eligible homeowners.
2. If applicable, describe how homeowners on the existing waiting list will submit new application materials, update income information; and in general, be re-qualified for the HRP.
3. If applicable describe if priority will be given to homeowners on existing waiting list and if so, in what order or will they be processed based on the order in which they currently exist on the waiting list.
4. If applicable describe how homeowners with incomplete applications will be dropped from the waiting list.

F. MEETS STATE AND NATIONAL OBJECTIVE: 10 POINTS

Applicants must demonstrate conformance with the LHC strategic plan and the national objectives under 24 CFR §570.208. **Label as Attachment F – Meets State and National Objective.**

1. Does the project meet programmatic and contractual compliance with LHC's strategic plan? (5points)
http://www.lhc.la.gov/downloads/reports/LHCStrategicPlan_ADOPTED_091113.pdf
2. Does it meet the criteria for national objectives under 24 CFR § 570.208? (5points)
http://www.portal.hud.gov/hudportal/documents/huddoc?id=DOC_17134.pdf

G. SCOPE OF REHABILITATION: 5 POINTS

Applicant must clearly demonstrate that repairs are needed to bring homes into a healthy and safe condition or are needed to address code deficiencies. **Label as Attachment G – Scope of Rehabilitation.**

1. Describe how the applicant will demonstrate that repairs are necessary to address physical deficiencies as well as bring each unit up to all local and state code requirements. (2 points)
2. Describe how the applicant will ensure that repairs will bring the home into a healthy, safe and decent condition. (1 point)
3. Describe how the entity will conduct Lead, Asbestos, Wood-Destroying Insects Assessments and Inspections. (1 point)
4. Describe how the entity will conduct Housing Inspections to determine the Scope of Work. (1 point)

H. LEVERAGING: 10 POINTS

Applicants that can leverage LHC funding with volunteer labor (skilled and unskilled), donated construction materials, cash contributions, other funding received or applied for and designated for use in owner-occupied housing rehabilitation, and in-kind contributions. Sources of leverage may be from federal resources. **Label as Attachment H – Leveraging** (10 points will be awarded for firm, verifiable commitments).

1. Explain how leveraging will be utilized in housing rehabilitation.
2. List all sources and amounts of other funding that the applicant will bring to the project.
3. If applicable, describe if the applicant will utilize volunteer labor, skilled or unskilled.
4. If applicable, indicate if the applicant will request donated construction materials for the project.

5. Provide an official letter of commitment from a lending institution or a statement of certification from entities who commit to provide donations or in-kind services.

I. STATEMENT OF ASSURANCES

Attach a signed copy of the Statement of Assurances.

ATTACHMENT I
STATEMENT OF ASSURANCES

This Applicant/Grantee/Subrecipient hereby assures and certifies that:

1. It possesses legal authority to apply for a Community Development Block Grant ("CDBG") Funds and to execute the proposed CDBG program.
2. Its governing body has duly adopted, or passed as an official act, a resolution, motion, or similar action authorizing the filing of the CDBG application and directing and authorizing the person identified as the official representative of the Applicant/Grantee/Subrecipient to act in connection with the application, sign all understandings and assurances contained therein, and to provide such additional information as may be required.
3. It has facilitated citizen participation by providing adequate notices containing the information specified in the program instructions and by providing citizens an opportunity to review and submit comments on the proposed application.
4. Its chief executive officer, or other officer or representative of Applicant/Grantee/Subrecipient approved by the State:
 - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (**42 U.S.C.A. §4331, et seq.**) insofar as the provisions of such Act applies to the proposed CDBG;
 - b. Is authorized and consents, on behalf of the Applicant/Grantee/Subrecipient and himself, to submit to the jurisdiction of the federal courts for the purpose of enforcement of Applicant/Grantee/Subrecipient's responsibilities and his or her responsibilities as an official.
5. It will develop the CDBG program and use CDBG funds so as to give maximum feasible priority to activities that will benefit low and moderate income families, aid in the prevention or elimination of slums or blight, or meet other community development needs having a particular urgency.
6. It will comply with the following applicable federal grant management regulations, policies, guidelines, and/or requirements as they relate to the application, acceptance, and use of federal funds: OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as amended and made part of State regulations; A-102 (Grants and

Cooperative Agreements with State and Local Governments), as amended and made part of State regulations; OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), revised; OMB Circular A-21 (Cost Principles for Educational Institutions); A122 (Cost Principles for Non-Profit Organizations); 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments) and 24 CFR Part 84 (Uniform Administrative Requirements For Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations).

7. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and any other regulations issued to implement such requirements.
8. It will comply with the provisions of Executive Order 11988, as amended by Executive Order 12148, relating to evaluation of flood hazards, and Executive Order 12088, as amended by Executive Order 12580, relating to the prevention, control and abatement of water pollution.
9. It will require every building or facility (other than a privately-owned residential structure) designed, constructed, or altered with funds provided to Applicant/Grantee/Subrecipient to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971 and any other accessibility requirements, as required by Title III of the Americans with Disabilities Act of 1990 (42 U.S.C.A. § 12101 et seq.). The Applicant/Grantee/Subrecipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
10. It will comply with:
 - a. Title VI of the Civil Rights Acts of 1964, 42 U.S.C. §2000d et seq., as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/GRANTEE/Subrecipient receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant/GRANTEE/Subrecipient, this assurance shall obligate the Applicant/Grantee/Subrecipient, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.
 - b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (**42 U.S.C.A. §3601, et seq.**), as amended, which requires administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services,

including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

- c. Section 109 of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. §5309), and the regulations issued pursuant thereto (24 CFR Part §570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under that Part. Section 109 further prohibits discrimination to an otherwise qualified individual with a handicap, as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
 - d. Executive Order 11063, as amended by Executive Order 12259, and the regulations issued pursuant thereto, which pertains to equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. Further, contractors and subcontractors on federal and federally-assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training and apprenticeship.
 - f. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely, by reason of his or her handicap be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.
11. It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. §1701u, Section 3) (24 CFR Part 135), as amended, requiring that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
12. It will minimize displacement of persons as a result of activities assisted with CDBG funds. In addition, it will:

- a. Comply with Title II (Uniform Relocation Assistance) and Sections 301-304 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Chapter 61), and HUD implementing instructions at 24 CFR Part 42 and 24 CFR §570.606; and
 - b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42; and
 - c. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the CDBG program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
 - d. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income; and
 - e. Assure that if displacement is precipitated by CDBG funded activities that require the acquisition (either in whole or in part) of real property, all appropriate benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 et seq., Pub. L. 91-646) and amendments thereto shall be provided to the displaced person(s). Persons displaced by rehabilitation of "Non-Uniform Act" acquisition financed (in whole or in part) with CDBG funds shall be provided relocation assistance in accordance with one of the following: (1) the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as required under 24 CFR Section 570.606 (a) and HUD implementing regulations at 24 CFR Part 42; (2) the requirements in 24 CFR Section 570.606 (b) governing the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the Housing and Community Development Act of 1974; (3) the relocation requirements of Section 104 (k) of the Act; (4) the relocation requirements of 24 CFR Section 570.606 (d) governing optional relocation assistance under Section 105 (a) (11) of the Act; and (5) the provisions of 24 CFR Part 511.10 (h) (2) (iii) rental Rehabilitation Program.
13. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in accordance with CDBG regulations.

14. It will comply with the provisions of the Hatch Act that limit the political activity of employees and the HUD regulations governing political activity at 24 CFR §570.207.
15. It will give the State and HUD, and any of their representatives or agents, access to and the right to examine all records, books, papers, or documents related to the grant.
16. It will ensure that the facilities under Applicant/Grantee/Subrecipient's ownership, lease or supervision utilized in the accomplishment of the CDBG program are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify HUD of the receipt of any communication from the EPA Office of Federal Activities indicating that a facility to be used in the CDBG program is being considered for listing by the EPA as a violating facility.
17. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 (42 U.S.C. §4321-4347), and Section 104(f) of the Housing and Community Development Act of 1974 (42 U.S.C. §5304(d)).
18. It will comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), as amended, Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. §469a-1 et. seq.), as amended, by:
 - a. Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800) by the proposed activity; and
 - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
19. It will comply with the provisions in 24 CFR §570.200(c) regarding special assessments to recover capital costs.
20. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations and will enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
21. It certifies that no federally appropriated funds will be used for any lobbying purposes regardless of the level of government.
22. It will abide by and enforce the conflict of interest requirement set forth in 24 CFR §570.611, 24 CFR §85.36 and 24 CFR §84.42.

23. It will comply with HUD rules prohibiting the use of CDBG funds for inherently religious activities, as set forth in 24 CFR §570.200(j).
24. Activities involving new building construction, alterations, or rehabilitation will comply with the Louisiana State Building Code.
25. In relation to labor standards, it will comply with:
 - a. Section 110 of the Housing and Community Development Act of 1974, as amended and as set forth in 24 CFR §570.603.
 - b. Davis-Bacon Act, as amended (40 U.S.C. §3141 et seq.).
 - c. Contract Work Hours and Safety Standards Act (40 U.S.C. §327 et seq.).
 - d. Federal Fair Labor Standards Act (29 U.S.C. §201 et seq.)
26. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4001 et seq., which requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of HUD as an area having special flood hazards. The phrase “federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal funding.
27. It will comply with Sections 1012 and 1013 of Title X of the Housing and Community Development Act of 1992 (Public Law 102–550, as amended). The regulation appears within Title 24 of the Code of Federal Regulations as part 35 (codified in 24 CFR 35). The purpose of this regulation is to protect young children from lead-based paint hazards in housing that is financially assisted by the Federal government or sold by the government. This regulation applies only to structures built prior to 1978.
28. It will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6901, et seq.).
29. It will comply with the Clean Air Act (42 U.S.C. §7401, et seq.), which prohibits engaging in, supporting in any way, or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the State implementation plan for national primary and secondary ambient air quality standards.
30. In relation to water quality, it will comply with:

- a. The Safe Drinking Water Act of 1974 (42 U.S.C. §§ 201, 300(f) et seq. and U.S.C. §349), as amended, particularly Section 1424(e) (42 U.S.C. §§ 300h-303(e)), which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal draining water source for an area; and
 - b. The Federal Water Pollution Control Act of 1972, as amended, including the Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. §1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation's water.
31. It will comply with HUD Environmental Standards (24 CFR, Part 51 and 44 F.R. 40860-40866).
32. With regard to wildlife, it will comply with:
- A. The Endangered Species Act of 1973, as amended (16 U.S.C. §1531 et seq.). Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and
 - B. The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. §661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

Signing these assurances means that Applicant/Grantee/Subrecipient agrees to implement its program in accordance with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending Applicant/Grantee/Sub recipient funds to correct deficiencies.

Name of Organization

Name of Duly Authorized Representative

ADDITIONAL REQUIRED ATTACHMENTS

The information below is also required of all funding requests.

1. GOVERNANCE:

Include all that are applicable. **Label as Attachment 1 – Governance.**

- A. Signed authorization from owner and/or governing board acknowledging approval and support of the HRP application.
- B. Copy of Bylaws
- C. Copy of 501C3
- D. Board of Directors Listing
- E. Certificate of Good Standing with Louisiana Secretary of State

2. DEVELOPMENT NARRATIVE:

Description of the project and location(s) (include maps of service area). **Label as Attachment 2 – Development Narrative.**

- A. Include a one (1) page narrative of proposed project.
- B. Include maps of service area (s).

3. EVIDENCE OF CURRENT ZONING STATUS:

As provided by local zoning or planning department. **Label as Attachment 3 – Evidence of Zoning.**

Attach current Land Use Map from Parish Planning Commission or Zoning Official.